



## **POSITION ANNOUNCEMENT**

### **Grounds Coordinator**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Grounds Coordinator**, for its Facilities Department on the Mount Vernon main campus. The position reports to the Director of Facilities and Campus Safety and is available immediately upon appointment of a successful candidate. The University pay grade for this position is "D". A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

#### **Responsibilities for this position include:**

- Maintaining a clean, safe, and pleasant environment in regard to all campus lawns, greenspaces, athletic fields, annual and perennial ornamental beds, trees, shrubs, and hard surfaces
- Greenhouse operations including, planning, designing, ordering, and growing plants for the campus
- Repairs, renovations, projects, snow removal and preventative maintenance
- Coordinates and assists scheduling workload as needed, for University personnel
- Procures materials and equipment using University purchasing system
- Plans landscape projects within established budget
- Serves as primary contact for all contracted services in the grounds operations
- Delivers written and verbal reports to the Director
- Ensures customer support around the clock to campus employees and students as needed
- Reviews training requirements for assigned personnel and encourages growth among associates
- Maintains equipment and tools to a high standard of quality, organization, and accurate inventory.
- Ability to supervise other employees, with leadership skills essential to the job
- Manages daily job assignments to assigned team with daily review of progress, and evaluates work productivity

- Maintains safe operating practices through the daily operations
- Willingness to be open-minded to ideas from others
- Supervision of student helpers, volunteers, and contracted personnel as required
- Other duties as assigned

**Expectations for a successful candidate:**

- Evangelical Christian statement of faith, experience and mission fit
- High school diploma or equivalent
- Five or more years of experience in institutional grounds maintenance, with an emphasis on supervisory experience in the fields of turf grass or landscaping maintenance
- Possess a current Ohio Driver's license and ability to operate University vehicles and equipment
- Possess (or acquires within 4 months of start date) a current Ohio Commercial Applicator License
- Must pass background check and safe driver check
- Excellent face-to-face and phone customer service to all associates, visitors, and students on Campus
- Demonstrates effective and efficient use of University resources
- Exhibits excellent judgment in decision making within University guidelines
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift 70 pounds

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <http://mvnu.edu/jobs/application> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University  
Human Resources  
800 Martinsburg Road  
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).